



Assistant Coach – Attendance Tracker

While there are additional roles and responsibilities for an Assistant Coach, the following is specific to the Attendance Tracking responsibilities:

- One (1) Assistant Coach must take record of team attendance; in accordance to the SW Hockey Attendance Policy.
- Duties of the Attendance Tracker are, but not limited to:
 - Understanding of the SW Hockey Attendance Policy.
 - Use the provided spreadsheet to track team attendance.
 - Submit the spreadsheet by the 5th of each month; for recording.
 - Ensure Attendance Policy is communicated to the team. Team Rules can work in conjunction with the Attendance policy
 - Absences are to be recorded accurately on the spreadsheet, and followed up on – in a timely manner.
 - If absences exceed 40% - there should be a preliminary meeting with the family to determine the reason(s) for the high number of absences
 - If the Head Coach and Attendance Tracker are unsuccessful with the meeting, then they should reach out to their Division Lead for further support.
 - TeamSnap may be used for tracking attendance, **however** there must be confirmation of accuracy. For example; a parent may indicate their participant IS attending, but then they may not show up.
 - If the Assistant Coach in charge of tracking attendance was not at a practice or game, they should be following up with the Head Coach to ensure the attendance recording is accurate.